



U.S. Embassy Vilnius
Human Resources Office

Employment Opportunity
Announcement number: 07/2009

The U.S. Embassy is accepting applications for a position of

Media Affairs Assistant, FSN-9

Open to: All interested candidates

Opening Date: September 30, 2009

Closing Date: October 13, 2009

Work Hours: Full-time (40 hours/week)

Salary: * **Not-Ordinarily Resident:** FP-5
(Final position grade and salary to be confirmed by Washington based on applicant's qualifications and prior work experience)
* **Ordinarily Resident:** FSN-9

NOTE: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Basic Function of Position:

Under the general supervision of the Public Affairs Officer (PAO) and the immediate supervision of the APAO, who serves as the Embassy's Information Officer (IO), the Media Assistant is responsible for conducting a daily review and analysis of Lithuania's print, broadcast media and internet portals in order to identify news and opinion pieces of interest to the Mission, the Department of State, and other U.S. Government policymakers. In addition to briefing the Ambassador, Deputy Chief of Mission, and PAO or IO each day on any items of interest which appear in the Lithuanian media, the Media Assistant prepares a daily written summary, and analysis as needed, of these news stories for broader distribution. The Media Assistant also coordinates outreach to all Lithuanian media outlets on behalf of the Mission by drafting press releases, arranging interviews, and ensuring proper media coverage for all of the Mission's public diplomacy events.

A copy of a complete position description listing all duties and responsibilities is available in the Human Resources Office.

Qualifications required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A university degree;
- A minimum of two years of media-related work, public relations, or public affairs is required;

- Level 4 (fluent) of English (reading/writing/speaking);
Level 4 (fluent) of Lithuanian (reading/writing/speaking);
- Excellent knowledge of U.S. and Lithuanian foreign and domestic policy issues. Must understand the political sensitivities of both countries with a view to bridging the differences between them and effectively addressing them. In addition to a strong familiarity with current American, European, and world affairs, the Media Assistant should also have a strong understanding of recent American, European, and Lithuanian history and political developments. A strong knowledge of the local media market is required;
- Ability to work independently with minimal supervision, skillfully, and smoothly under extreme pressure and tight deadlines and in high profile situations; to exercise initiative, creativity, and sound judgment; to skillfully scan and quickly summarize the news; to analyze a broad array of media activity, political and social trends, and apply resources to meet mission goals. Ability to develop and maintain an extensive range of contacts in media and with embassy personnel in all sections who contribute to public affairs work and with contacts in Washington. Flexibility in adjusting to rapidly and unexpectedly changing priorities. Strong writing skills;
- Computer literacy: word processing, Internet, Outlook.

NOTE: Unless you meet all specified requirements you will not be considered.

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

Additional selection criteria:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy;
2. Current employees serving a probationary period are not eligible to apply;
3. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment;
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

To apply:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment OF-612 or resume that provides the same information as an OF-612. Application forms may be obtained at the Embassy's guard entrance, which is located on Akmenu 6, Vilnius or downloaded at <http://vilnius.usembassy.gov/root/pdfs/of0612.pdf>
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit application and/or resume to

Human Resources Office
U.S. Embassy
Akmenu 6

or HROVilnius@state.gov

Only applications received in the Human Resources Office before the closing date of this job notice will be considered and only short-listed candidates will be contacted.

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 13, 2009

The US Mission in Vilnius provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.